

DOUGLAS UNIFIED SCHOOL DISTRICT #27
DOUGLAS, ARIZONA

Board Room
Central Administration Building

5:00 PM
March 7, 2023

Regular Board Meeting
Minutes of the Board

I. PRELIMINARY MATTERS:

CALL TO ORDER: Mr. Ray Borane, President

PRESENT: Mr. Kevin Smith, Member
Mrs. Jana Selchow, Member
Mr. Mitch Lindemann, Member
Mr. Mario Ramos, Member

Others Present: Ana C. Samaniego, Superintendent
Denise Cox, Assistant Superintendent
Cesar Soto, Chief Financial & Operations Officer
Alejandra McGrew, Ex-Officio Student Member
Alma Valenzuela, Executive Secretary

Approval of Minutes:

Mr. Lindemann motioned to approve the following minutes. Mrs. Selchow seconded the motion. Motion carried 5/0. ¹

1. February 7, 2023 - Regular

Summary of Current Events:
Superintendent

Mrs. Samaniego addressed the Board and informed them about the following:

- The Ted James Invitational was quite a success this weekend on Saturday. Want to thank everyone that was involved in setup, Maintenance, IT Department, coaches, and all the teams that attended.
- Thank you to the De La Vega family for putting on The Irma De La Vega Annual Elementary Basketball Tournament a couple of weeks ago. The winning teams were Clawson Girls and Joe Carlson Boys.
- Thank you to the Carrizosa Family for hosting the Annual Carrizosa Scholarship Golf Tournament on Saturday. The tournament provides scholarships to our high school seniors.
- Congratulations to the Douglas High School (DHS) Softball team for winning the Agua Fria Softball Tournament last week.

¹A unanimous (5/0) vote will show the members voting in this manner throughout the minutes:

Name	Aye	Nay	Abstain
Mr. Kevin Smith	√		
Mrs. Jana Selchow	√		
Mr. Mitch Lindemann	√		
Mr. Mario Ramos	√		
Mr. Ray Borane	√		

- Clawson Elementary will be having an evacuation drill and reunification plan drill this week. This is to allow the staff to practice the evacuation and reunification plans/drills. Local law enforcement will also be participating.

Governing Board Members

Mrs. Selchow advised that she was invited to read at Stevenson Elementary and had a great time.

Mr. Lindemann advised that he was invited to read at Stevenson Elementary too.

Reports:

Ex-Officio Student Member – Alejandra McGrew

Ms. Alejandra McGrew provided the DUSD Schools Activity Report for the month of March.

Year to Date Budget Balance & Travel Reports – Cesar Soto

Mr. Soto advised that the Board was provided the February reports. There are still balances that haven't been encumbered and hoping by next month see a different number. They are trying to do the one-time payment and decompression this coming pay period and it will show encumbered on the next report. Everything looks good. Mr. Borane asked if the balances show the encumbrances? Mr. Soto replied no, as the report is for February and hoping for the next Board meeting they will have it encumbered already.

Mr. Borane asked if there is any information on funding percentages per pupil? Mr. Soto replied yes, there are some projected numbers that the Arizona Association of School Business Officials (AASBO) is providing. These are just projections as they are still waiting for the final information from the State. They are projecting an increasing of \$95.51 to the per student base level. Last year the total funding amount was approximately \$327.00 per student. The District is facing an enrollment decline, which is another purpose for the budget revision. He is projecting new monies of about \$450thousand for next school year. These are just projections. Also, there are talks about the State minimum wage increasing to \$14.40 and possibly \$15.00. Once solid and concrete numbers are received from the State, the information will be shared with the Board.

Mr. Ramos asked if they had any idea as to the reason in decline in student enrollment? Mr. Soto replied that the main reason is families moving out of Douglas. Mrs. Samaniego commented that the impact that the pandemic had, has definitely affected some of the losses. Every district Superintendent that has had some student loss, it will take a couple of years to recoup.

Human Resources & Student Enrollment Reports – Denise Cox

Mrs. Cox advised that there are 3,785 students enrolled to include preschool which is a decrease from last month but we are enrolling students. Kindergarten registration and annual registration are ongoing.

There was a job fair last Friday and only about 20 people attended. There were onsite interviews held. Plan on having another job fair in early April. Contracts should be sent out in a couple of weeks. Mrs. Selchow asked if they will be recruiting and going to job fairs outside of Douglas? Mrs. Cox replied yes, that is the plan.

Public Comments:

None.

II. CONSENT AGENDA ITEMS:

Mrs. Selchow motioned to approve the consent agenda as presented. Mr. Smith seconded the motion. Motion carried 5/0.

1. Payroll and Expense Vouchers/Reports:

- i. Expense Vouchers: 2326, 2327, 2328, 2329, 2330
- ii. Student Activities & Auxiliary Reports/Vouchers: 6009, 6010
- iii. Payroll Vouchers: 17, 18

III. ACTION ITEMS:

At this time, Mrs. Samaniego pulled Item O from the agenda due to unforeseen circumstances.

A. Discussion/action on the approval of certified hires.

Mrs. Selchow motioned to approve the certified hires as presented. Mr. Ramos seconded the motion. Motion carried 5/0.

• Teresa Tostado	After School Academic Enrichment Program Teacher (Faras)	\$30.00/hr. ESSER III	
• Amairany Viramontes	Emergency Substitute Teacher	\$105.00/day	M&O
• Martha Rivera	Emergency Substitute Teacher	\$105.00/day	M&O
• Viviana Gibson	Emergency Substitute Teacher	\$105.00/day	M&O
• Elizabeth Gonzales	Emergency Substitute Teacher	\$105.00/day	M&O
• Erika Aguilar	Emergency Substitute Teacher	\$105.00/day	M&O
• Susie Ulloa	Emergency Substitute Teacher	\$105.00/day	M&O
• Ilse Pelayo	Emergency Substitute Teacher	\$105.00/day	M&O
• Marisol Enriquez	Emergency Substitute Teacher	\$105.00/day	M&O
• Milarose Tajo	Math Teacher (PHMS) SY23-24	\$45,000.00 (BA+45)	M&O

B. Discussion/action on the approval of classified hires.

Mr. Lindemann motioned to approve the classified hires as presented. Mr. Ramos seconded the motion. Motion carried 5/0.

• Ronaldo Salmon	Campus Security (DHS)	\$15.66	M&O
• Rosalio Verdugo	Custodian (DHS)	\$14.59	M&O
• Bailie Nelson	Instructional Aide (PHMS)	\$14.39	M&O
• Andy Galvez	Substitute Campus Security	\$13.85	M&O
• Olga Tapia Garcia	Substitute Campus Security	\$13.85	M&O

C. Discussion/action on the approval of certified retirements.

Mr. Lindemann motioned to approve the certified retirements as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

• Belinda Smith	Social Studies Teacher (PHMS)	Retirement effective 05/29/2024
• Hector Caffez	English Teacher (DHS)	Retirement effective 01/28/2024

D. Discussion/action on the approval of classified resignation. *Non-rehireable*

Mr. Lindemann motioned to approve the classified resignation and non-rehireable as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

- Destyni Lopez Instructional Aide (Faras) Resignation effective 03/03/23

E. Discussion/action on the approval of classified transfer.

Mr. Lindemann motioned to approve the classified transfer as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

- Lidia Osuna From Food Service Worker (\$14.77) to ESS Instructional Aide (Clawson; M&O \$14.92; 6 hrs.)

F. Discussion/action on the approval of Professional Development for Stevenson Certified Staff.

Mr. Lindemann motioned to approve the Professional Development for Stevenson Certified Staff as presented. Mr. Ramos seconded the motion.

Mrs. Samaniego advised that there was a teacher that was accidentally missed by the principal on the list and would like to add Mrs. Joanie Duarte. This is being funded by Results Based funding.

There being no further discussion, motion carried 5/0.

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|-----------------------|---------|-------------|----|
| • Angelica Fabela | Teacher | \$30.00/hr. | RB |
| • Marian Olguin | Teacher | \$30.00/hr. | RB |
| • Aaliyah Castillo | Teacher | \$30.00/hr. | RB |
| • Elisa Lindemann | Teacher | \$30.00/hr. | RB |
| • Bernadette Gonzalez | Teacher | \$30.00/hr. | RB |
| • Maria Salcido | Teacher | \$30.00/hr. | RB |
| • Adriana Rojas | Teacher | \$30.00/hr. | RB |
| • Crystal Vega | Teacher | \$30.00/hr. | RB |
| • Miriam German | Teacher | \$30.00/hr. | RB |
| • Kimberly Salazar | Teacher | \$30.00/hr. | RB |
| • Brenda Moreno | Teacher | \$30.00/hr. | RB |
| • Lulu Gamo | Teacher | \$30.00/hr. | RB |
| • Michelle Yanez | Teacher | \$30.00/hr. | RB |
| • Josue De La Ree | Teacher | \$30.00/hr. | RB |
| • Ruth Acedo | Teacher | \$30.00/hr. | RB |
| • Hector Moreno | Teacher | \$30.00/hr. | RB |
| • Joanie Duarte | Teacher | \$30.00/hr. | RB |

G. Discussion/action on the approval of volunteers.

Mr. Lindemann motioned to approve volunteers as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

- Jesus Duarte Baseball (PHMS)
- Esteban Castillo Football (DHS)
- Gabriel Sanchez Girls' Basketball (PHMS)

H. Discussion/action on the approval of donations received for DUSD #27:

- *Donation of a paper cutter from Mr. Frank Barco (Copper Queen Publishing) to DUSD Print Shop (est. value \$500.00).*
- *Donation of 138 books (age appropriate) for DUSD preschool students from Mayor Donald Huish & City of Douglas (est. value \$1,500.00).*
- *Donation of baseball equipment (\$5,000.00) and softball equipment (\$5,000.00) from the Arizona D-backs Chase Your Dreams Program (total est. value \$10,000.00).*

Mr. Lindemann motioned to approve the donations received for DUSD #27 as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

I. Discussion/action on the approval of certified staff contract renewals for the 2023-2024 school year.

Mr. Lindemann motioned to approve the certified staff contract renewals for the 2023-2024 school year as presented. Mr. Ramos seconded the motion.

Mr. Borane commented that the Board always want to make sure that when the contracts are approved, to get the motion going and the wheels turning, that staff always needs a number that they work with. The Board gave the teachers last year a 3% increase. This year we were looking at the same but after looking at the budget, there might be more funds. Mr. Borane suggested that knowing the Board's philosophy, will recommend that they do a 5% increase for the teachers and issue those contracts at 5%, for all certified staff with the exception of administrators as they will be addressed later. If there is a change in the funding and after looking at all the encumbrances and everything that has to be considered to get the numbers, then the Board would like for administration to look at a possible addition to that, even it's not this year could be next year in October. Mr. Soto commented that he will look at the numbers as they were looking at a 3% scenario but will look at 4% and 5% scenario projections. There are projected allocations from the State which is not the same as last year. Mr. Borane commented that if there is any additional funding and to avoid any cumbersome procedure, try to work the 5%. On top of that, if it's possible and if there's additional funding after the dust settles, before the end of the year or next year if there is funds available, come back with additional amounts. Mrs. Samaniego clarified that she is only presenting the names of certified staff (teachers and counselors) that will be getting a contract, is the motion to include the 5% or is it being brought back later so they can work the numbers? Mr. Borane asked if the administration would like time to work out the numbers and bring it back to the Board? Mrs. Samaniego replied yes. Mr. Borane commented that they have to keep in mind that when doing something like this, it all comes out of the same pocket, and will be looking at administrators, classified staff, and all ancillary services to the District. After, we will also look at the salary schedules and look at the classified minimum wage increase. All of that has to come into play. The Board always has to be fiscally responsible to the patrons of the District. Mr. Smith asked if they will be doing 3% or 5% increase now? Mr. Soto replied none at this time. Mr. Borane commented that last year the District gave the certified staff a 3% increase and administrators and principals a 4% increase. To eliminate all the cumbersome clerical work, we are asking the administration to work on a 5% increase and if they recommend it, then the Board will pass it. Mrs. Samaniego commented that the current motion is just to approve the list and no increase.

There being no further discussion, motion carried 5/0.

J. Discussion/action on the approval of the REVISED District Annual Expenditure Budget for Fiscal Year 2022-2023.

Mr. Soto advised that the last revision done was in December and it was because of the decline in student enrollment. Today's revision is mainly because of the decline in enrollment too. As of the last revision in December, the District has lost about 80 students. On the positive side, we gained students on the weighted add-on's (special education, ELL, etc.) and budget capacity in that area. The State also gave us money for the AOI. Overall, the budget changed and increased by \$295,000. There might be another budget revision at the end of the school year to capture the new contracts, decompression, and one-time payment. Mrs. Samaniego thanked Mrs. Sonia Barcelo, along with Mr. Soto, for working on the budget.

Mr. Lindemann motioned to approve the REVISED District Annual Expenditure Budget for Fiscal Year 2022-2023 as presented. Mr. Ramos seconded the motion. Motion carried 5/0.

K. Discussion/action on the approval for renewal of the Memorandum of Agreement/Program Services Agreement for Practice Teaching Placement between Western New Mexico University and DUSD #27.

Mr. Borane asked about how many students participate in the program? Mrs. Cox replied about three (3) to four (4).

Mr. Lindemann motioned to approve the renewal of the Memorandum of Agreement/Program Services Agreement for Practice Teaching Placement between Western New Mexico University and DUSD #27 as presented. Mrs. Selchow seconded the motion. Motion carried 5/0.

L. Discussion/action on the approval of out-of-state travel for AASBO Spring Conference.

Mr. Lindemann motioned to approve the out-of-state travel for AASBO Spring Conference as presented. Mrs. Selchow seconded the motion.

Mr. Lindemann asked as to who will be going? Mrs. Samaniego replied that it is in the background information and it is Ms. Norma Nerio (Business Office), Mr. Francisco Ruiz (Maintenance), Mr. Marco Durazo (Information Technology), and Mr. Cesar Soto (CFOO). The reason that these four (4) individuals are going is because the topics being discussed pertain to their departments. There were transportation topics but Mr. Rodriguez was unable to attend and he will be attending a summer conference. Mr. Borane asked where will the conference take place? Mrs. Samaniego replied in Laughlin, Nevada which is considered in-state travel.

There being no further discussion, motion carried 5/0.

M. Discussion/action on the approval of out-of-state travel for Tyler (VISIONS) Conference.

Mr. Lindemann motioned to approve out-of-state travel for Tyler (VISIONS) Conference as presented. Mr. Ramos seconded the motion.

Mrs. Samaniego advised that Mr. Soto is recommending that Ms. Norma Nerio from the Business Office to attend this conference. Mr. Soto commented that VISIONS is the software the District uses for accounting and payroll and it is important to get training updates. Mrs. Selchow asked if Ms. Nerio will be providing training when she returns? Mr. Soto replied yes. Mr. Borane asked

if she is the only one attending? Mr. Soto replied yes, due to the cost as it is going to be held in San Antonio, Texas.

There being no further discussion, motion carried 5/0.

N. Discussion/action on the approval of the Exceptional Student Services Procedure Manual.

Mr. Lindemann motioned to approve the Exceptional Student Services Procedure Manual as presented. Mrs. Selchow seconded the motion.

Mrs. Samaniego advised that this was submitted by Mrs. Katie Walker as the Arizona Department of Education (ADE) mandates that DUSD have a procedural manual for ESS in place. Thank you to Mrs. Walker and her staff for working on the manual. Mrs. Walker commented that ADE requires that there be Board adopted procedures or policies individualized to the District. Unfortunately, the District only has the ASBA Board adopted policies. The manual was condensed to assist ESS staff in Douglas.

There being no further discussion, motion carried 5/0.

~~O. Discussion/action on the approval of notice of intent to dismiss for inadequacy of classroom performance and non-renewal of certified staff contract for the 2023-2024 school year pursuant to A.R.S. §15-536 and §15-538.~~

IV. INFORMATION ITEMS:

A. Announcements

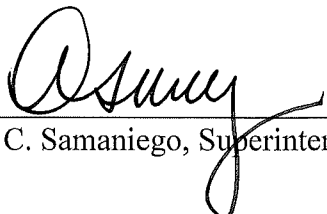
- Spring Break (No School) March 13th through March 17th
- Next Regular Board Meeting April 4, 2023

Mrs. Samaniego thanked Mr. Hector Cañez for the many years he has provided instruction to our students.

V. ADJOURNMENT:

There being no further business, Mr. Lindemann motioned to adjourn the meeting. Mr. Ramos seconded the motion. Motion carried 5/0. The meeting was adjourned at 5:43 p.m.

Minutes prepared by Alma Valenzuela, Executive Secretary. The Board at their meeting on April 4, 2023, approved these minutes.



Ana C. Samaniego, Superintendent